

TAB

~~CONFIDENTIAL~~

SUBJECT: Organization of the Dissemination Branch, OCD - Review of

1. No reorganization of the Dissemination Branch is contemplated.
2. No changes in functions are necessary. Certain changes of wording in the functions have been introduced to provide more realistic descriptions of the functions being performed.
3. There is a definite need for an increase in personnel authorizations based on three factors:
 - a. Additional professional personnel are needed to establish two additional desks in the Reading Center, Distribution Division, for handling two large categories of problems which have developed in practice and which were not foreseen when the original Table of Organization was established. These are to be the Top Secret - Expediting Desk and the "Non-participating Federal Agencies' Desk". Details are given in Tab C attached.
 - b. An administrative assistant is needed in the Distribution Division to control the RD and CD material.
 - c. Additional clerical assistance which is not now available is required for the Reading Center, Distribution Division. These clerical personnel are essential to provide the professional personnel with active clerical assistance. It has been found in practice that this assistance cannot be provided by the Information Distribution Unit, P & A Branch.
4. In summary, certain personnel shifts and augmentations are necessary, the effect of which would be to increase the total Dissemination Branch T/O as follows:

	<u>a.</u> Professionals:		<u>b.</u> Clerical:
	1 P-6		1 CAF-7
	1 P-5		2 CAF-5
	1 P-4		3 CAF-4
Total	<u>3</u>	Total	<u>6</u>

Grand Total Additional Personnel Required: 9

~~CONFIDENTIAL~~

SUBJECT: Organization of the Dissemination Branch, OCD - Review of

1. No reorganization of the Dissemination Branch is contemplated.
2. No changes in functions are necessary. Certain changes of wording in the functions have been introduced to provide more realistic descriptions of the functions being performed.
3. There is a definite need for an increase in personnel authorizations based on three factors:
 - a. Additional professional personnel are needed to establish two additional desks in the Reading Center, Distribution Division, for handling two large categories of problems which have developed in practice and which were not foreseen when the original Table of Organization was established. These are to be the Top Secret - Expediting Desk and the "Non-participating Federal Agencies' Desk". Details are given in Tab C attached.
 - b. An administrative assistant is needed in the Distribution Division to control the RD and CD material.
 - c. Additional clerical assistance which is not now available is required for the Reading Center, Distribution Division. These clerical personnel are essential to provide the professional personnel with active clerical assistance. It has been found in practice that this assistance cannot be provided by the Information Distribution Unit, P & A Branch.
4. In summary, certain personnel shifts and augmentations are necessary, the effect of which would be to increase the total Dissemination Branch T/O as follows:

<u>a.</u> Professionals:	<u>b.</u> Clerical:
1 P-6	1 CAF-7
1 P-5	2 CAF-5
1 P-4	3 CAF-4
Total 3	Total 6

Grand Total Additional Personnel Required: 9